




Department of Energy
Washington, D. C. 20585

March 4, 2004

MEMORANDUM FOR: Program Office Resource Managers

FROM:

Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT:

February Working Capital Fund Billing

This memorandum transmits the February 2004 charges to your program for the Working Capital Fund. Billing for February was forwarded to the Chief Financial Officer for entering into DISCAS and in time for reporting in February financials.

The Fund Manager recently completed a new edition of the "Working Capital Fund Guide to Services, Policies, and Procedures" [BlueBook]. This edition updates all current WCF Pricing Policies and is directed to our customers and their needs when acquiring goods and services from Fund businesses. New businesses and business segments have been added to Procurement Services (formerly Contract Closeout), Corporate Training Services (formerly Online Learning), and the Project Management Career Development Program. We will no longer issue the BlueBook in hard copy; it is available to you at our website www.ma.mbe.doe.gov/wcf, including a printer friendly version.

Payments for FY 2004

Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act. (See attached funding memo.)

"Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization's advance payment shall be paid to the WCF until full funding becomes available." **CFO Guidance issued September 1998,**
"Working Capital Fund, Administrative Control of Funds."

FY 2004/ 2005 Budget Guidance

By memo dated February 8, the Fund Manager revised guideline estimates for the FY 2005 Congressional Budget Requests, including updated estimates for FY 2004. The estimates provided are intended only as guidance based on patterns that have been identified by the Fund business line and financial staff. Since other factors may affect your consumption of WCF goods

and services, you may wish to adjust our estimates as necessary to account for planned changes in staffing, anticipated changes in usage, potential organizational realignments, and other factors.

In the FY 2005 estimates, actual FY 2003 charges were used as the basis for FY 2004 and FY 2005 in addition to changes in the counts of telephone and lan lines and other consumption specific factors. The budget is based on the pricing policies that are in effect for FY 2004 as documented in the February 2004 Guide to Services, Policies, and Procedures (“Blue Book”). The FY 2005 Congressional Budget Request guidance is available on our Web Page at www.ma.mbe.doe.gov/wcf

Cost and Payment Analysis

The following table is attached to assist you with your analysis of actual monthly WCF expenditures:

Table I	Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.
Table II	Shows the total to date of all costs billed for the current fiscal year, reflecting cumulative consumption through the current billing cycle.
Table III	Shows the most current projection of annual costs for each customer and business line based on customer consumption patterns demonstrated this fiscal year.
Table IV	Compares annualized cost projections (from Table III) to revised FY 2004 estimates provided with the FY 2005 Congressional Budget guidance and to payments authorized year-to-date.

The attached tables have been altered to accommodate the new business segments and subtotals for the realigned businesses. Desktop charges now follow Building Occupancy and the second page begins with Telephones as in the past. If you have any problem following the new table structure please call the contacts below for help.

February Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of February both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes charges for outgoing metered mail and special handling charges incurred during February.

Photocopying - This bill reflects charges for actual February usage. Per copy rates for central and staffed facilities are 2.8 cents per copy. Other charges remain unchanged from FY 2003; 1.5 cents for dedicated copies; 50.0 cents for color copies. This bill also includes charges for digitalization services; rates are as follows: scan only - \$.20; scan and Optical Character Recognition (OCR) - \$.28; scan, OCR and microfilm - \$.35.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during February. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2003.

Building Occupancy - This bill includes charges for non-standard space alterations, utilities, office relocations, and other E&F services requisitioned and performed prior to February 25.

Desktop - The enclosed Desktop bill incorporates time and materials charges for service actually used during February in addition to charges for help desk services based on actual usage. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

Telephones - The February bill includes actual local and long distance charges for usage incurred during November. In addition, infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate. In December the business line began charging for infrastructure increases approved by the Board. This month begins billing for cell phones and other electronic devices.

Network - February charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. February charges for DOEnet are based on actual infrastructure costs at the respective sites. In December the business line began charging for infrastructure increases approved by the Board.

Contract Closeout – The enclosed bill includes actual charges related to closeout of contracts during the month of February.

Payroll Processing - The remainder of the full **annual** FY 2003 payroll charges assessed to your organization were billed in December based upon actual on-board staffing at the beginning of FY 2004 and a recently reduced operating level of \$2.1 million (a reduction in operating level from original FY 2004 estimate of \$3.1million). No further charges will be made this fiscal year.

Corporate Human Resource Information System (CHRIS) – As with Payroll Processing, no further charges will be made this fiscal year.

Corporate Training Services (CTS) formerly, On-Line Learning Center (OLC) – The Board authorized a new business segment to finance professional skills development training (August 27, 2003); this new segment, Training Delivery & Services (TDS), has been merged with the On-Line Learning Center to create the CTS business line. The bill includes no TDS costs for February.

Project Management Career Development Program (PMCDP) - The Board at its August 27th, meeting, authorized the creation of the Project Management Career Development Program, business line, in response to House Energy and Water Development report language for FY 2004. Whereas the October bill charged for

infrastructure costs and one half of the variable costs for PMCDP, these charges were not forwarded to DISCAS until February. As a result, your accounting will show charges for the PMCDP for the first time this month.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The Fifth edition of the WCF Guide to Services, Policies and Procedures;
- FY 2004/FY 2005 Budget Projections;
- The monthly summary billing tables (I-IV) with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.

The Web Page address is: <http://www.ma.mbe.doe.gov/wcf>

Please contact Michael Slie (6-5567) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	(202) 586-3611
Information Management: Telephones Desktop Services Networking	Ann Warnick	(301) 903-3056
Contract Closeout	Jeff Rubenstein	(202) 287-1516
Payroll Processing	George Tengan	(301) 903-5878
Corporate Training Services (CTS) On Line Learning Center (OLC) Training Delivery & Services (TDS)	Tanya Luckett	(202) 287-1655
Project Mgt. Dev. Program (PMCDP)	Wanda Chambers	(202) 586-8114
Billing Process and Policies	Bob Emond	(202) 586-2354

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

BCA	Beryl Gilmore	D. Cavanagh
BPA	R. Seifert	S. Jones
CI	L. Brown	
CN	Z. Acree	S. Steffe
DR	L. Gasperow	C. Feldmeyer
EA	H. Kenchington	D. Gaines
ED	L. Rudnick	
EE	D. Smith	F. Glatstein
EH	R. Parham	T. McCarron
EIA	N. Burnette	
EM	J. Simpson	B. Heffernan
FE	C. Roy	G. Stern
GC	D. Bullington	
HG	R. Tedrow	P. Spencer
IG	J. Fonville-Noels	
IM	A. Warnick	S. Higgins
IN	L. Cain	
ME/AB/S	F. Feiner	
NA	S. Minnick	J. Trainor
NE	N. Miller	L. Soo Hoo
NR	R. Arnwine	
OA	L. Gasperow	C. Feldmeyer
PA	L. Brown	
PML	M. Livingston	G. Herrera
PI	J. Mathis	S. Rush
RW	L. Barrett	D. LeVan
SC	B. Swain	J. Kelley
SO	T. Fox	D. Friis
TD	A. Richardson	
WH	M. Dillon	
WT	M. Owen	M. Mescher

WCF BOARD MEMBERS

CFO	J. Campbell	NE	W. Magwood
CIO	R. Parks	NA	L. Brooks
EE	D. Garman	OA	G. Podonsky
EH	B. Cook	PI	V. Bailey
EI	G. Caruso	SC	R. Orbach
EM	J. Roberson	SO	G. Podonsky
FE	M. Smith	GC	L. Otis
RW	M. Chu	PMA	R. Porter
WT	M. Owen		

memorandum

DATE:

TO:

Working Capital Fund, ME-15

FROM:

(Program Office)

SUBJECT:

Authorization for Advance Payment to the Working Capital Fund

This memorandum authorizes advance payment to the Working Capital Fund toward total projected annual requirements of this organization for Program Direction related goods and services. This payment represents a lump-sum amount and is intended to be applied to each business line. I acknowledge that the total amount authorized will be allocated by the Capital Accounting Center as appropriate to fund actual and/or projected costs on a 'first incurred' or 'most imperative' basis. As more information becomes available concerning actual usage rates for each business line, additional authorization may be necessary to adjust funding to actual costs incurred.

Where more than one Budget and Reporting (B&R) classification or Appropriation is indicated, actual costs incurred may be assessed in the same proportion as funding is provided, within each business line, unless otherwise specified.

It is understood that the amounts hereby specified do not constitute spending limitations and that Working Capital Fund charges are assessed based upon actual costs incurred by this organization. Appropriate Funding Classifications and corresponding payment amounts are:

	<u>Funding Class I</u>	<u>Funding Class II</u>
Appropriation:	_____	_____
Allotment Symbol:	_____	_____
Fin Plan/Fund Type:	_____	_____
B&R (1 st six positions):	_____	_____
Amount This Action:	_____	_____
Total Payment YTD:	_____	_____

CC: George Tengan, ME-14

Summary of Current Month Bill - February, 2004
(WHOLE DOLLARS)

TABLE IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY		MONTHLY
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	DIGITAL	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY	DESKTOP SUPPORT
AB	1,252	143	131	274	156	5		162	2,398			0	
BCA	8	65		65	17			17	-41			0	125
BPA	15		7	7	7			0	154			0	
CI	547	219	333	552	364	648		1,013	481		145	145	919
CN	3,093	132	171	303	968			968	175		700	700	255
DR	29	3	2	5				0	68			0	
EA	1,338		21	21	112	56		168	621		25,850	25,850	
ED	1,466	499	302	801	435	260		695	11,995			0	
EE	25,380	6,507	13,708	20,215	2,318	10,708	12,615	25,641	16,452		1,441	1,441	2,391
EH	2,584	1,563	525	2,088	3,395	1,946		5,341	2,477	-426,308	70	-426,238	1,304
EI	20,459	6,420	5,985	12,405	1,123	4,647		5,770	65,754		60	60	732
EM	13,963	871	335	1,206	7,505	1,829		9,333	27,330		2,639	2,639	495
FE	7,031	932	248	1,180	2,182	624		2,806	7,861			0	7,736
GC	5,233	687	156	843	1,263	997		2,260	2,983			0	847
HG	282	106	96	202	777			777	3,777			0	145
IG	4,884	1,327	79	1,406	548	351	225	1,124	6,177			0	1,717
IM	7,900	109	11	120		654		654	1,829		4,335	4,335	17,598
IN	3,437	209	100	309	2,361			2,361	847		1,326	1,326	
LM	858	150	221	371	164	923		1,087	312	17,489		17,489	325
ME	35,930	8,775	11,108	19,883	16,248	11,818	550	28,616	68,974	198,653	491	199,144	19,119
NA	43,679	1,608	489	2,097	9,959	6,170		16,129	78,587	41,882	19,148	61,030	9,460
NE	3,996	127	105	232	915	1,158		2,073	5,379		9,305	9,305	1,203
NR	0	7	0	7	7			0				0	
OA	3,312	529	30	559	577	354		931	299	121,628		121,628	217
PA	1,529	815	178	993	3,922	12,290		16,212	10,381			0	661
PI	3,673	45	101	146	1,475	618		2,092	4,320		320	320	2,979
RW	6,184	306	126	432	191	363		555	965		2,863	2,863	201
S	2,008	1,463	953	2,416	43	18		61	4,424			0	1,159
SC	19,126	10,397	1,812	12,209	1,203	5,674		6,878	30,640	46,656	95	46,751	435
SO	16,242	2,666	468	3,134	5,848	4,613		10,461	12,425	0	1,616	1,616	11,884
TD	953	163	3	166		136		136	179		10	10	38
WAPA	49		2	2		30		30	3,880			0	
FO	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	236,436	46,843	37,806	84,649	64,071	66,891	13,390	144,353	372,103	0	70,413	70,413	81,945

Summary of Current Month Bill - February, 2004
(WHOLE DOLLARS)

TABLE IB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	ANNUAL	MONTHLY		MONTHLY	ANNUAL	QUARTERLY	MONTHLY		ANNUAL	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRA.	TOTAL PHONE SERVICE	NETWORK	PURCHASE CARD SURVEILLANCE	CONTRACT CLOSEOUT	TOTAL CONTRACT	PAYROLL PROCESS	CHRIS	ONLINE LEARNING CENTER	TRAINING DELIVERY AND SERVICES	TOTAL CORPORATE TRAINING SERVICES	PMCDP	INDIRECT FUND ADMIN.	MONTHLY TOTAL
AB	413	606	1,019	402			0	0	0			0	0	0	5,506
BCA		214		93			0	0	0			0	0	0	481
BPA	75	855	930	1,251			0	0	0			0	0	0	2,357
CI	4,595	2,921	7,516	2,722			0	0	0			0	0	0	13,894
CN	2,326	6,518	8,844	1,299			0	0	0			0	0	0	15,637
DR	53	427	481	371			0	0	0			0	0	0	954
EA	6,814	3,206	10,020	1,237			0	0	0			0	0	0	39,255
ED	1,099	3,170	4,269	2,938		1,200	1,200	0	0			0	0	0	23,365
EE	21,335	28,745	50,080	50,394		2,200	2,200	0	0			0	0	0	194,195
EH	5,778	21,443	27,221	26,909			0	0	0			0	0	0	-358,314
EI	13,812	30,633	44,445	402		12,280	12,280	0	0			0	0	0	162,306
EM	13,814	32,094	45,908	60,236		800	800	0	0			0	0	0	161,910
FE	9,350	15,245	24,595	34,897		320	320	0	0			0	0	0	86,426
GC	1,785	12,075	13,860	7,021			0	0	0			0	0	0	33,047
HG	1	1,710	1,711	1,330			0	0	0			0	0	0	8,224
IG	2,948	5,379	8,327	4,609			0	0	0			0	0	0	28,243
IM	5,805	22,654	28,459	23,352		480	480	0	0			0	0	0	84,728
IN	80,493	7,160	87,653	155			0	0	0			0	0	0	96,088
LM	1,321	1,354	2,674	5,212			0	0	0			0	0	0	28,328
ME	16,412	79,005	95,418	76,428		10,880	10,880	0	0			0	0	0	554,392
NA	81,204	66,431	147,635	89,202		1,240	1,240	0	0			0	0	0	449,059
NE	2,276	10,401	12,677	14,159		1,600	1,600	0	0			0	0	0	50,624
NR	8,207		8,207				0	0	0			0	0	0	8,214
OA	3,354	4,666	8,021	3,804			0	0	0			0	0	0	138,771
PA	2,159	2,672	4,831	1,918			0	0	0			0	0	0	36,524
PI	5,756	7,872	13,628	7,392		480	480	0	0			0	0	0	35,031
RW	10,450	7,587	18,037	6,726			0	0	0			0	0	0	35,962
S	7,540	6,269	13,809	3,897			0	0	0			0	0	0	27,773
SC	5,946	26,929	32,875	35,851			0	0	0			0	0	0	184,765
SO	16,313	40,429	56,741	17,405		560	560	0	0			0	0	0	130,467
TD	174	1,033	1,207	990			0	0	0			0	0	0	3,678
WAPA	3,347	606	3,952	10,711			0	0	0			0	0	0	18,624
FO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	334,954	450,308	785,262	493,313	0	32,040	32,040	0	0	0	0	0	0	0	2,300,514

Summary of Year-To-Date Billing Thru February, 2004
(WHOLE DOLLARS)

TABLE IIA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY		MONTHLY
ORG CODE	SUPPLY	MAIL POSTAGE	MAIL DISTRIB.	TOTAL MAIL	COPY DIGITAL	COPY DEDICTED	COPY CENTRAL	TOTAL COPYING	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY	DESKTOP SUPPORT
AB	2,324	538	13,922	14,460	706	2,468	0	3,174	5,469	62,395	0	62,395	173
BCA	395	117	0	117	126		0	126	-31	-22,283	0	-22,283	903
BPA	302	181	12,602	12,783	0	930	0	930	2,268	49,253	375	49,628	0
CI	298	600	28,200	28,800	2,908	4,681	0	7,589	9,656	230,211	660	230,871	4,330
CN	16,007	2,933	14,816	17,749	4,566	4,109	0	8,674	8,002	425,393	1,923	427,316	1,469
DR	1,948	13	13,277	13,290	236	1,746	0	1,982	278	39,768	0	39,768	1,185
EA	3,937	2	8,468	8,470	1,576	2,645	0	4,220	3,697	101,706	51,527	153,233	0
ED	7,553	2,797	41,312	44,109	1,516	11,853	0	13,369	29,847	194,224	180	194,404	143
EE	107,036	26,883	81,807	108,690	12,246	31,556	53,677	97,479	71,819	1,852,655	17,461	1,870,116	15,435
EH	21,331	15,575	27,760	43,335	17,755	21,338	4,420	43,513	24,402	1,534,439	7,525	1,541,964	5,379
EI	85,914	27,038	130,463	157,501	12,372	26,840	0	39,212	199,499	2,654,022	5,250	2,659,272	2,804
EM	68,277	5,777	41,477	47,254	37,659	8,882	0	46,540	94,132	1,959,667	15,672	1,975,339	5,143
FE	45,724	6,700	27,775	34,475	19,901	16,232	79	36,212	58,229	921,180	1,580	922,760	40,787
GC	24,007	6,800	33,948	40,748	7,281	3,077	0	10,358	76,784	1,048,189	98	1,048,286	4,472
HG	1,219	988	13,747	14,735	2,431		0	2,431	45,284	274,442	0	274,442	559
IG	15,021	5,564	26,930	32,494	1,901	1,909	227	4,037	25,443	518,897	290	519,187	12,506
IM	41,143	1,673	53,124	54,797	8,202	6,929	0	15,131	7,924	1,736,174	7,708	1,743,881	89,913
IN	15,116	60,765	13,767	74,532	10,359	1,126	0	11,485	4,978	808,697	47,634	856,332	0
LM	3,032	1,220	14,372	15,592	676	1,386	0	2,062	2,051	150,049	1,210	151,259	770
ME	163,437	33,255	446,924	480,179	102,067	38,003	10,728	150,798	224,573	5,265,489	10,960	5,276,449	94,648
NA	204,155	120,425	82,049	202,474	55,106	38,363	0	93,468	134,946	5,369,301	123,577	5,492,878	51,703
NE	19,501	1,254	36,560	37,814	4,370	4,524	0	8,894	16,103	678,944	17,990	696,934	5,095
NR	0	112	0	112	0	0	0	0	0	0	0	0	0
OA	14,866	2,099	13,417	15,516	2,619	669	0	3,288	1,672	304,693	0	304,693	976
PA	7,545	4,161	40,692	44,853	27,731	46,994	0	74,725	55,915	188,327	150	188,477	4,552
PI	17,513	340	53,574	53,914	7,173	14,763	0	21,936	36,624	772,657	515	773,172	9,549
RW	20,613	1,086	13,897	14,983	5,474	1,535	0	7,009	9,923	252,326	8,714	261,040	2,071
S	9,024	2,216	18,032	20,248	6,873	263	0	7,135	40,162	282,800	0	282,800	5,795
SC	90,725	27,290	35,595	62,885	6,378	30,318	0	36,696	130,035	1,276,288	335	1,276,623	2,004
SO	85,325	14,680	135,010	149,690	42,205	19,680	0	61,885	28,550	1,950,713	8,254	1,958,967	49,921
TD	6,378	470	13,282	13,752	125	15,554	0	15,679	356	117,933	158	118,091	705
WAPA	237	18	12,577	12,595		55	0	55	28,246	52,453	50	52,503	0
FO	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1,099,904	373,570	1,499,376	1,872,946	402,535	358,427	69,131	830,093	1,376,836	31,051,001	329,794	31,380,795	412,988

Note: *FO= Field Operations Offices OLC billing only

Note: *ME includes charges for WH (White House Task Force)

Summary of Year-To-Date Billing Thru February, 2004
(WHOLE DOLLARS)

TABLE IIB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY		ANNUAL	ANNUAL	QUARTERLY	QUARTERLY		MONTHLY	ANNUAL	
ORG CODE	PHONE USAGE	PHONE INFRA.	TOTAL PHONE SERVICE	NETWORK	CONTRACT PCS	CONTRACT CLOSEOUT	TOTAL CONTRACT	CHRIS	PAYROLL PROCESS	CTS/OLC	CTS/TDS	TOTAL CTS	PMCDP	INDIRECT FUND ADMIN.	YEAR TO DATE
AB	462	3,043	3,504	2,044	0	0	0	972	941	54	0	54	0	0	95,509
BCA	15	1,074	1,089	472	0	0	0	583	565	0	0	0	0	0	-18,064
BPA	312	4,296	4,608	6,257	0	0	0	0	0	8,924	0	8,924	0	0	85,699
CI	6,175	14,461	20,635	13,773	0	0	0	7,000	6,774	164	0	164	0	0	329,892
CN	4,010	32,538	36,547	6,604	0	320	320	6,417	6,210	750	0	750	0	0	536,065
DR	198	1,285	1,483	1,122	0	0	0	778	753	0	0	0	0	0	62,588
EA	8,493	16,323	24,816	12,226	0	240	240	2,528	2,446	0	0	0	0	0	215,814
ED	3,033	15,929	18,962	14,747	0	6,000	6,000	7,000	6,774	0	0	0	0	0	342,907
EE	26,920	146,198	173,118	254,692	0	17,600	17,600	102,472	99,167	9,010	300	9,310	10,000	0	2,936,934
EH	11,985	108,283	120,268	129,712	0	10,240	10,240	43,167	41,774	9,490	1,300	10,790	0	0	2,035,874
EI	41,245	153,098	194,343	1,918	0	46,960	46,960	72,139	69,812	12,874	1,200	14,074	0	0	3,543,446
EM	24,673	160,364	185,037	303,228	0	23,440	23,440	316,556	306,344	61,127	1,200	62,327	720,250	0	4,153,867
FE	19,403	76,461	95,864	173,877	0	15,200	15,200	177,722	171,989	8,884	0	8,884	122,500	0	1,904,224
GC	5,759	60,638	66,398	35,567	0	0	0	29,556	28,602	534	0	534	0	0	1,365,311
HG	127	9,022	9,148	6,761	0	0	0	4,861	4,704	855	0	855	0	0	365,000
IG	4,971	26,990	31,961	23,238	0	240	240	48,417	46,855	26,141	1,500	27,641	0	0	787,041
IM	17,603	113,474	131,077	118,178	0	11,200	11,200	20,806	20,134	6,922	2,400	9,322	5,000	0	2,268,506
IN	163,529	35,508	199,037	786	0	0	0	10,889	10,538	1,155	600	1,755	0	0	1,185,449
LM	2,010	6,550	8,560	25,835	0	0	0	4,083	3,952	164	0	164	0	0	217,359
ME	40,419	396,941	437,360	384,521	0	22,560	22,560	127,750	123,629	30,732	1,500	32,232	2,500	0	7,520,635
NA	147,539	331,248	478,786	440,601	0	24,200	24,200	421,167	407,581	68,213	500	68,713	563,750	0	8,584,422
NE	7,415	51,903	59,319	71,159	0	19,560	19,560	90,028	87,124	2,682	2,100	4,782	43,000	0	1,159,311
NR	24,098	0	24,098	0	0	0	0	35,583	34,435	1,660	0	1,660	0	0	95,888
OA	5,573	23,410	28,983	19,024	0	0	0	10,694	10,349	0	0	0	0	0	410,061
PA	3,947	13,424	17,370	9,749	0	0	0	5,056	4,892	0	0	0	0	0	413,133
PI	12,955	39,591	52,546	37,041	0	2,800	2,800	19,833	19,194	3,591	0	3,591	0	0	1,047,713
RW	21,015	36,866	57,881	33,103	0	440	440	33,056	31,989	22	0	22	111,750	0	583,880
S	10,215	30,781	40,996	19,305	0	0	0	5,833	5,645	0	0	0	0	0	436,945
SC	21,851	133,335	155,186	178,821	0	0	0	218,361	211,317	14,028	900	14,928	286,250	0	2,663,830
SO	41,016	202,173	243,189	87,486	0	7,920	7,920	44,333	42,903	24,129	2,500	26,629	0	0	2,786,799
TD	569	3,105	3,674	2,993	0	0	0	2,917	2,823	0	0	0	7,500	0	174,867
WAPA	9,109	3,043	12,151	53,344	0	0	0	299,444	289,785	18,159	0	18,159	0	0	766,520
FO	0	0	0	0	0	0	0	0	0	23,404	0	23,404	0	0	23,404
TOTAL	686,641	2,251,354	2,937,995	2,468,187	0	208,920	208,920	2,170,000	2,100,000	333,665	16,000	349,665	1,872,500	0	49,080,829

PROJECTED CUSTOMER COSTS FY 2004
(Dollars in Thousands)

TABLE III

ORG CODE	SUPPLY	MAIL	COPYING	PRINTING & GRAPHICS	BUILDING OCCUPANCY	DESKTOP SUPPORT	PHONE SERVICE	NETWORK	PROCUREMENT MANAGEMENT	CHRIS	PAYROLL PROCESS	CORP TRAINING SERVICES	PMCDP	INDIRECT FUND ADMIN.	Subtotal By Office
AB	6	15	8	13	125	0	12	5	0	1	1	0	0	0	186
BCA	1	0	0	0	44	2	3	1	0	1	1	0	0	0	53
BPA	1	13	2	5	99	0	11	15	0	0	0	9	0	0	155
CI	1	30	18	23	461	10	77	33	0	7	7	0	0	0	667
CN	38	22	21	19	853	4	102	16	1	6	6	1	0	0	1,088
DR	5	13	5	1	80	3	3	3	0	1	1	0	0	0	113
EA	9	8	10	9	255	0	84	29	0	3	2	0	0	0	410
ED	18	48	32	72	389	0	69	35	16	7	7	0	0	0	693
EE	257	146	234	172	3,723	37	449	611	132	102	99	10	13	0	5,986
EH	51	65	104	59	3,076	13	301	311	45	43	42	12	0	0	4,123
EI	206	195	94	479	5,313	7	462	5	63	72	70	15	0	0	6,981
EM	164	55	112	226	3,935	12	508	728	169	317	306	64	960	0	7,555
FE	110	44	87	140	1,844	98	266	417	77	178	172	9	163	0	3,605
GC	58	50	25	184	2,096	11	169	85	1	30	29	1	0	0	2,738
HG	3	16	6	109	549	1	22	16	0	5	5	1	0	0	733
IG	36	40	10	61	1,038	30	86	56	3	48	47	29	0	0	1,484
IM	99	57	36	19	3,480	216	433	284	0	21	20	12	7	0	4,683
IN	36	160	28	12	1,665	0	737	2	28	11	11	2	0	0	2,691
LM	7	17	5	5	301	2	22	62	6	4	4	0	0	0	436
ME	392	527	362	539	10,542	227	1,121	923	191	128	124	34	3	120	15,232
NA	490	371	224	324	10,862	124	1,635	1,057	280	421	408	69	752	0	17,017
NE	47	40	21	39	1,376	12	157	171	91	90	87	7	57	0	2,194
NR	0	0	0	0	0	0	48	0	0	36	34	2	0	0	120
OA	36	18	8	4	609	2	81	46	0	11	10	0	0	0	826
PA	18	51	179	134	377	11	57	23	0	5	5	0	0	0	861
PI	42	54	53	88	1,546	23	151	89	36	20	19	4	0	0	2,124
RW	49	17	17	24	513	5	182	79	12	33	32	0	149	0	1,112
S	22	23	17	96	566	14	137	46	0	6	6	0	0	0	932
SC	218	101	88	312	2,553	5	388	429	50	218	211	16	382	0	4,971
SO	205	170	149	69	3,910	120	650	210	13	44	43	29	0	0	5,611
TD	15	14	38	1	236	2	10	7	0	3	3	0	10	0	339
WAPA	1	13	0	68	105	0	25	128	40	299	290	18	0	0	986
FO	0	0	0	0	0	0	0	0	0	0	0	23	0	0	23
TOTAL	2,640	2,396	1,992	3,304	62,520	991	8,455	5,924	1,254	2,170	2,100	366	2,500	120	96,732

Comparison As of February, 2004
Annualized Costs to Budget Estimates and Payments

TABLE IV

		Benchmarks		Comparisons		
ORG CODE	Total Annualized Costs	FY 2004 Estimate (FY 2005 Cong. Budget, Jan 2004)	Payments Advanced	Annual Projected VS Revised Budget (\$)	Annual Projected VS Revised Budget (%)	Payments VS Annual Projected
AB	\$ 186	\$ 228	\$ 220	\$ (43)	-19%	\$ 34
BCA	53	244	110	-191	-78%	58
BPA	155	198	N/A	-43	-22%	N/A
CI	667	698	709	-30	-4%	41
CN	1,088	1,093	963	-4	0%	-125
DR	113	123	86	-10	-8%	-27
EA	410	417	226	-7	-2%	-184
ED	693	753	668	-59	-8%	-26
EE	5,986	6,111	5,587	-125	-2%	-400
EH	4,123	4,545	2,019	-423	-9%	-2,103
EI	6,981	7,191	7,848	-210	-3%	867
EM	7,555	7,478	8,386	78	1%	831
FE	3,605	3,794	3,379	-189	-5%	-226
GC	2,738	2,678	2,538	60	2%	-200
HG	733	888	102	-155	-17%	-631
IG	1,484	1,500	1,500	-16	-1%	15
IM	4,683	4,677	4,287	6	0%	-395
IN	2,691	2,093	2,038	598	29%	-653
LM	436	398	443	38	10%	7
ME	15,232	15,039	11,575	193	1%	-3,658
NA	17,017	16,511	4,414	507	3%	-12,604
NE	2,194	2,237	2,315	-43	-2%	120
NR	120	171	113	-52	-30%	-7
OA	826	615	441	210	34%	-385
PA	861	1,018	841	-157	-15%	-20
PI	2,124	1,669	1,217	455	27%	-907
RW	1,112	1,483	1,432	-371	-25%	319
S	932	926	860	7	1%	-72
SC	4,971	4,838	3,981	133	3%	-990
SO	5,611	5,830	4,170	-219	-4%	-1,441
TD	339	321	482	18	6%	143
WAPA	986	975	N/A	11	1%	N/A
FO	23	10	1	13	134%	-23
TOTAL	\$ 96,732	\$ 96,749	\$ 72,948	\$ (17)	0%	\$ (23,784)